



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 21.9-DOE

Subject: Liaison Teacher

supersedes: DYD 1.17.1

Approved by:

A handwritten signature in cursive script, appearing to read "George M. Hattaway", is written over a horizontal line.

Effective date: July 1, 1990

Authority: TCA 37-5-106

ACA Standards: 2-9334,
2-9399

I. APPLICATION: To all Youth Development Centers and Field Services Staff.

II. POLICY: The school principal or designee shall be the liaison in each Department of Children's Services school to communicate with the liaison persons in the schools of the community as directed by the Interdepartmental Agreement between the Department of Children's Services and the Department of Education.

III. PROCEDURES:

- A. The liaison at the student's placement and the student's Probation Officer will work with the local school system in planning for the student and will coordinate transition of the student's placement and/or transfer between the Department of Children's Services residential facility and the community.
- B. The liaison will work with the Probation Officer in transmitting records between the Department of Children's Services and local education agencies.

IV. FORM: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**